

# THE TULALIP TRIBES

## Housing Department

### Job Description

**JOB TITLE:** Housing Clerk

**JOB NUMBER:** TTT-024-07

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:** (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED equivalent **required.** (Please attach a copy with application)

**SKILLS:**

- ☐ Basic math skills. (**Test required**)
- ☐ Must be able to understand applications of regulations, contracts, policies and procedures as they relate to the housing programs.
- ☐ Able to understand the need for confidentiality and demonstrate same.
- ☐ Establish a good rapport with the general public, tenants, and co-workers.
- ☐ Ability to communicate effectively and clearly both verbally and in writing.
- ☐ Ability to plan and manage time effectively.
- ☐ Be able to initiate, organize and follow-up in regard to assigned and unassigned workload.
- ☐ Knowledge of computers in word processing and spreadsheets on personal computers.

**EXPERIENCE:**

- ☐ Must have six (6) months customer relations experience.
- ☐ Must have computer experience using Microsoft Word and Excel.

**OTHER REQUIREMENTS:**

- ☐ Must possess a valid Washington State Driver's License. (**Please attach a copy with application**)
- ☐ Must have tolerance and patience to deal with the public.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- ☐ Ability to sit, stand, and/or walk for prolonged periods of time.
- ☐ Mobility to bend, stoop, and/or climb stairs.
- ☐ Tolerance to be exposed to computer screens for extended periods of time.
- ☐ Ability to lift heavy materials up to 25 lbs. (i.e., packages, etc.)

**Tribal Department:** Housing Department

**Employee Classification:** Non-Exempt

**Job Summary:** The Housing Clerk is responsible for performing the general duties associated with the efficient operation of the housing office and assisting the Occupancy Specialists with the duties regarding Tenant/ Homebuyer contacts. Also performs other duties as assigned.

**Employee Reports To:** Development Coordinator

**Specific Duties Performed:**

1. Greets visitors and assist them to the proper person and/ or department.
2. Provides program information to the public; responds to inquiries regarding all housing programs.
3. Assists housing applicants with completing applications for all housing programs.
4. Processes initial application information and ensures accuracy and thoroughness, including initial correspondence to tenants for missing information.
5. Maintains waiting list for all housing programs.
6. Informs applicants of updates/ changes.
7. Responds to tenant inquiries regarding account balances and payments.
8. Operates the computer to type letters, memos, and other documents as needed.
9. Files documents, correspondence, and reports according to established filing system procedures, including the maintenance of tenant files.
10. Accepts tenant/ homebuyer payments and issues computerized receipts.
11. Provides clerical help for Department.

12. Enters project costing information into computer.
13. Tracks Purchase Orders.
14. Sets up procurement and contract files.
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16. Other duties as assigned.

**Terms of Employment:** This is a Regular Full-time position requiring at least 40 hours per work, or 2080 hours per year.

**Pay Range:** \$14.72 to \$18.77 **Per-Hour**

**Opening Date:** January 26, 2007

**Closing Date:** February 9, 2007 @ 4 P.M.

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.**